

**PUBLIC WORKS DEPARTMENT  
STREET DIVISION**

**REQUEST FOR PROPOSAL  
FOR PROFESSIONAL SERVICES  
STORM DRAIN OUTFALL EVALUATIONS**

**PROPOSAL SUBMITTAL DEADLINE:**

**DATE: October 26, 2017**

**TIME: 3:00 p.m.**

**LOCATION: 1700 Walsh Ave, Santa Clara, CA 95050**

**PROJECT MANAGER: Dave Staub, Deputy Director of Public Works**

**CITY OF SANTA CLARA  
PUBLIC WORKS DEPARTMENT  
STREET DIVISION  
1700 WALSH AVENUE  
SANTA CLARA, CA 95050  
(408) 615-3080**

# **REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES**

**TITLE:** Storm Drain Outfall Assessments

## **1. INTRODUCTION**

The City of Santa Clara is seeking proposals from qualified firms to provide storm drain outfall assessment services for the outfalls located along the San Tomas Aquino and Guadalupe Creeks. Minimum requirements of Firms and detailed description of required services are included in Attachment A-Scope of Services.

## **2. ATTACHMENTS**

The attachments below are included with this Request for Proposals (“RFP”). The items identified with an asterisk (\*) must be completed, signed by the appropriate representative of the company, and returned with the submittal.

Attachment A – Scope of Work/Services\*

Attachment B – Proposer’s Information Form\*

Attachment C – Certification of Non-Discrimination\*

Attachment D – Agreement for Services

## **3. INSTRUCTIONS TO PROPOSERS**

### **3.1. Pre-proposal Conference.**

There is NO pre-proposal conference scheduled for this solicitation.

### **3.2. Examination of Proposal Documents.**

The submission of a proposal shall be deemed a representation and certification by the Proposer that they:

- 3.2.1. Have carefully read and fully understand the information that was provided by the City to serve as the basis for submission of this proposal.
- 3.2.2. Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- 3.2.3. Represent that all information contained in the proposal is true and correct.
- 3.2.4. Did not, in any way, collude, conspire to agree, directly or indirectly, with any person, firm, corporation or other Proposer in regard to the amount, terms or conditions of this proposal.
- 3.2.5. Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and Proposer hereby grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on grounds that Proposer was not fully informed of any fact or condition.

### 3.3. Questions.

Any questions by the Proposer regarding this RFP or the project must be put in writing and received by the City no later than 3:00 p.m. on October 19, 2017. Correspondence shall be addressed to:

Dave Staub  
Department of Public Works  
1700 Walsh Ave  
Santa Clara, CA 95050  
Office: (408) 615-3086  
Fax: (408) 988-0237  
[DStaub@SantaClaraCA.gov](mailto:DStaub@SantaClaraCA.gov)

The City shall not be responsible for nor be bound by any oral instructions, interpretations or explanations issued by the City or its representatives.

Responses from the City to questions by any Proposer will be communicated in writing to all recipients of this RFP. Questions received after the date and time stated above will not be accepted, and will be returned to senders without response.

### 3.4. Addenda.

Any addenda issued by City shall be in writing, shall become a part of this RFP, and shall be acknowledged and responded to by Proposer.

### 3.5. Submission of Proposals.

All proposals shall be submitted to:

City of Santa Clara  
Public Works Department  
Street Division  
1700 Walsh Avenue  
Santa Clara, CA 95050  
- OR by email -  
[Street@SantaClaraCA.gov](mailto:Street@SantaClaraCA.gov)

Please note that faxes, electronic submissions, or any media other than hard copies are not acceptable.

Proposals must be delivered no later than 3:00 p.m. on October 26, 2017. All proposals received after that time will be returned to the Proposer unopened.

The Proposer shall submit one (1) copy of its proposal in a sealed envelope, including one (1) original, clearly marked "Original", addressed as noted above, bearing the Proposer's name and address clearly marked, "RFP for Storm Drain Outfall Assessments."

### 3.6. Withdrawal of Proposals.

A Proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in the RFP by delivering a written request for

withdrawal signed by, or on behalf of, the Proposer.

#### **4. RIGHTS OF THE CITY OF SANTA CLARA**

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The City reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Postpone opening proposals for its own convenience;
- Remedy errors in the Request for Proposals process;
- Approve or disapprove the use of particular subconsultants;
- Negotiate with any, all or none of the Proposers;
- Accept other than the lowest offer;
- Waive informalities and irregularities in the Proposals; and/or
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the City.

An agreement shall not be binding or valid with the City unless and until it is approved by the City Council, if so required, and executed by authorized representatives of the City and of the Proposer.

#### **5. RFP TIMELINE**

The RFP Timeline is as follows:

RFP Issued	October 5, 2017
Deadline for questions, clarifications	October 19, 2017
Proposals must be submitted by	October 26, 2017
City evaluates and selects successful proposal	November 1, 2017
Contract documents provided to successful bidder for signature	November 2, 2017

The City reserves the right to add, remove or combine steps in the timeline, and/or compress or extend the timeline as the City, in its sole discretion, sees fit.

#### **6. INFORMATION TO BE SUBMITTED**

These guidelines govern the format and content of the proposal, and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the Proposer's understanding of the City's requirements and its approach to successfully provide the products and/or services on time and within budget. Only that information which is essential to an understanding and evaluation of the proposal should be submitted. Items not related to the RFP and proposal, e.g., generalized brochures, marketing material, etc., will not be considered in the evaluation.

All proposals shall address the following items. The proposals must address the items in the order listed below, and shall be numbered 1 through 8 in the proposal document. Please include a Table of Contents preceding the Chapters.

#### Chapter 1 – Proposal Summary.

This Chapter shall discuss the highlights, key features and distinguishing points of the Proposal. A separate sheet shall include a list of individuals and contacts for this Proposal and how to communicate with them. Limit this Chapter to a total of three (3) pages, including the separate sheet.

#### Chapter 2 – Profile on the Proposing Firm(s).

This Chapter shall include a brief description of the Prime Proposer's firm, including firm name, address, phone number, email address and primary contact person; brief firm history, including the current permanent staff size as well as local organization structure; and, a discussion of the firm's financial stability, capacity and resources.

Additionally, this section shall include a listing of any claim, lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Proposer either as a contractor or subcontractor or by its subcontractors where litigation is still pending or has occurred within the last five years, or (b) any type of project where claims or settlements were paid by the consultant or its insurers within the last five (5) years.

#### Chapter 3 – Qualifications of the Firm.

This Chapter shall include a brief description of the Proposer's qualifications and previous experience supplying like services and/or equipment to similar public agencies. Include all areas of expertise, scope of services provided, and relevant experience, including description of each project, role of professional for that project and date completed. Include product provided, the total project cost, the period over which the provision and training was completed, and the name, title, phone number and email address of clients to be contacted for references. Give a brief statement of the firm's adherence to the schedule and budget for each project.

Five (5) references from clients with similar projects must be submitted along with the names and telephone numbers of contact persons.

#### Chapter 4 –Product Description, Work Plan or Proposal.

This Chapter shall present a well-articulated service plan. Include a full description of major services provided, tasks and subtasks. This section of the proposal shall establish that the Proposer understands the City's objectives and work requirements and Proposer's ability to satisfy those objectives and requirements. Succinctly describe the proposed approach for addressing the required services, providing the required product and the firm's ability to meet the City's schedule, outlining the approach that would be undertaken in providing the requested services. Describe the project understanding, detailed project approach and methodology. List specific proposed services and support and training services to be provided.

#### Chapter 5 – Project Schedule.

This Chapter shall include a projected timeline for completing the project including the start date, order dates, delivery time, installation, and training, and shall indicate completion dates from date the order is received.

#### Chapter 6 – Project Staffing.

This Chapter shall discuss how the Proposer would staff this project. Key personnel will be an important factor considered by the review committee. Changes in key personnel may be cause for rejection of the proposal. Include proposed project management structure, including identification of the project consultant and individuals that will be assigned to the project.

#### Chapter 7 – Proposal Exceptions.

This Chapter shall discuss any exceptions or requested changes that Proposer has to the City's RFP conditions, requirements and agreement. If there are no exceptions noted, it is assumed the Proposer will accept all conditions and requirements identified in Attachment D –“Agreement for Services.” Items not excepted will not be open to later negotiation.

#### Chapter 8 – Proposal Costs Sheet and Rates.

This Chapter shall include the proposed costs to provide the services desired. Include any cost and price information, plus a not-to-exceed amount, that would be contained in a potential agreement with the City. The hourly rates may be used for pricing the cost of additional services outlined in the Scope of Work. The cost of the project, including the total hours and hourly rates by staff classification, and the resulting all-inclusive fee for the project must be included. Fees must include all anticipated costs, including travel, per diem, and out of pocket expenses. Please note the City of Santa Clara does not pay for services before it receives them. Therefore, do not propose contract terms that call for upfront payments or deposits.

### **7. CONTRACT TYPE AND METHOD OF PAYMENT**

It is anticipated that the agreement resulting from this RFP, if awarded, will be an Agreement for Services. The method of payment to the successful Proposer shall be for services provided based on established rates for services (Weekly Rates, Monthly Rates, etc.) with a maximum “not to exceed” fee as set by the Proposer in the proposal or as negotiated between the Proposer and the City as being the maximum cost to perform all work. This figure shall include direct costs and overhead, such as, but not limited to, materials, delivery, transportation, communications, and any subcontracted items of work.

Proposers shall be prepared to accept the terms and conditions of the Agreement, including Insurance Requirements in Attachment D. If a Proposer desires to take exception to the Agreement, Proposer shall provide the following information in Chapter 7 of their submittal package. Please include the following:

- Proposer shall clearly identify each proposed change to the Agreement, including all relevant Attachments.
- Proposer shall furnish the reasons for each proposed change, as well as specific recommendations for alternative language.

The above factors will be taken into account in evaluating proposals. Proposals that take exceptions to the proposed Agreement may be determined by the City, at its sole discretion, to be unacceptable and no longer considered for award.

## **8. INSURANCE REQUIREMENTS**

The selected Proposer(s), at Proposer's sole cost and expense and for the full term of the agreement or any extension thereof, shall obtain and maintain, at a minimum, all of the insurance requirements outlined in Attachment D, Exhibit C.

All policies, endorsements, certificates and/or binders shall be subject to the approval of the City of Santa Clara as to form and content. These requirements are subject to amendment or waiver, if so approved in writing by the City of Santa Clara. The selected Proposer agrees to provide the City with a copy of said policies, certificates and/or endorsement upon award of contract.

## **9. REVIEW AND SELECTION PROCESS - EVALUATION CRITERIA**

City staff will evaluate the proposals provided in response to this RFP based on the following criteria:

- Quality and completeness of proposal;
- Quality, performance and effectiveness of the solution, goods and/or services to be provided by the Proposer;
- Proposer's experience, including the experience of staff to be assigned to the project, with engagements of similar scope and complexity;
- Cost to the City;
- Proposer's financial stability and length of time in business;
- Proposer's ability to perform the work within the time specified;
- Proposer's prior record of performance with City or others;
- Proposer's ability to provide future records, reports, data and/or services; and
- Proposer's compliance with applicable laws, regulations, policies (including city council policies), guidelines and orders governing prior or existing contracts performed by the contractor.

## **10. PUBLIC NATURE OF PROPOSAL MATERIAL**

Responses to this RFP become the exclusive property of the City of Santa Clara. At such time as the City awards a contract, all proposals received in response to this RFP become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the Proposer as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary." The City shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as "Confidential," "Trade Secret," or "Proprietary," or if disclosure, in the City's sole discretion, is required under the California Public Records Act as addressed below. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary" shall be regarded as non-responsive.

Although the California Public Records Act recognizes that certain confidential trade

secret information may be protected from disclosure, the City of Santa Clara may determine, in its sole discretion, that the information that a Proposer submits is not a trade secret. If a request is made for information marked “Confidential,” “Trade Secret,” or “Proprietary,” the City shall provide the Proposer who submitted the information reasonable notice to allow the Proposer to seek protection from disclosure by a court of competent jurisdiction, at the Proposer's sole expense.

## **11. COLLUSION**

By submitting a proposal, each Proposer represents and warrants that its proposal is genuine and made in the interest of or on behalf of any person not named therein; that the Proposer has not directly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and that the Proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

## **12. DISQUALIFICATION**

Factors, such as, but not limited to, any of the following, may disqualify a proposal without further consideration:

- Evidence of collusion, directly or indirectly, among Proposers in regard to the amount, terms or conditions of this proposal;
- Any attempt to improperly influence any member of the evaluation team;
- Existence of any lawsuit, unresolved contractual claim or dispute between Proposer and the City;
- Evidence of incorrect information submitted as part of the proposal;
- Evidence of Proposer’s inability to successfully complete the responsibilities and obligations of the proposal; and
- Proposer’s default under any previous agreement with the City.

## **13. NON-CONFORMING PROPOSAL**

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the City.

## **14. GRATUITIES**

No person shall offer, give or agree to give any City employee any gratuity, discount or offer of employment in connection with the award of contract by the City. No City employee shall solicit, demand, accept or agree to accept from any other person a gratuity, discount or offer of employment in connection with a City contract.

## **15. FIRMS OR PERSONS NOT ELIGIBLE TO SUBMIT A PROPOSAL**

In order to avoid any conflict of interest or perception of a conflict of interest, Proposer(s) selected to provide professional services under this RFP will be subject to the following requirements:

15.1. The consultant or other entity who works on the procurement will be precluded from submitting proposals or bids as a prime contractor or subcontractor.



15.2. The consultant or any other entity who participated in the procurement shall not have a financial, ownership or other interest in any potential Proposer.

S:\Attorney\REQUEST FOR PROPOSAL\Request for Proposal July 2015.doc

## **ATTACHMENT A**

### **Scope of Services**

#### **A. Background**

The U.S. Army Corps of Engineers (USACE) requires that all storm drainage outfalls penetrating federal levees be inspected and evaluated on a regular basis. The City of Santa Clara is requesting proposals from consultants to video inspect thirteen (13) storm drain outfall sites to evaluate the structural integrity of all pipes and joints, and visual inspections of storm pump station facilities and in-channel condition adjacent to the outfalls as required by the USACE.

##### **1. San Tomas Aquino Creek**

There are six (6) sites along San Tomas Aquino Creek with a total of fourteen (14) outfall pipes that need to be inspected. A map of denoting the locations of the pump stations and outfall sites is provided in Exhibit A. A summary of each outfall pipe size and pipe material is included in Exhibit B. Outfall block maps for each site are included in Exhibit C.

##### **2. Guadalupe River**

There are seven (7) sites along Guadalupe River with a total of seventeen (17) outfall pipes that need to be inspected. A map of denoting the locations of the pump stations and outfalls is provided in Exhibit A. A summary of each outfall pipe size and pipe material is included in Exhibit B. Outfall block maps for each site are included in Exhibit D.

#### **B. Description of Required Services**

Items #5 -#12 of the USACE Interior Drainage System Evaluation Form (Exhibit E) must be completed for each outfall pipe. The items to be rated include the following:

5. Concrete surfaces (such as gate wells, outfalls, intakes or culverts)
6. Tilting, sliding, or settlement of concrete and sheet pile structures (such as gate wells, outfalls, intakes, or culverts)
7. Foundation of concrete structures (such as culverts, inlet and discharge structures, or gatewells)
8. Monolith joints
9. Culverts/discharge pipes
10. Sluice/slide gates
11. Flap Gates/flap valves/pinch valves
12. Trash racks (non-mechanical).

Each item on the form must be given a rating of:

A – Acceptable

M – Minimally Accepted, Maintenance Required

U – Unacceptable

N/A – Not Applicable.

C. Deliverables

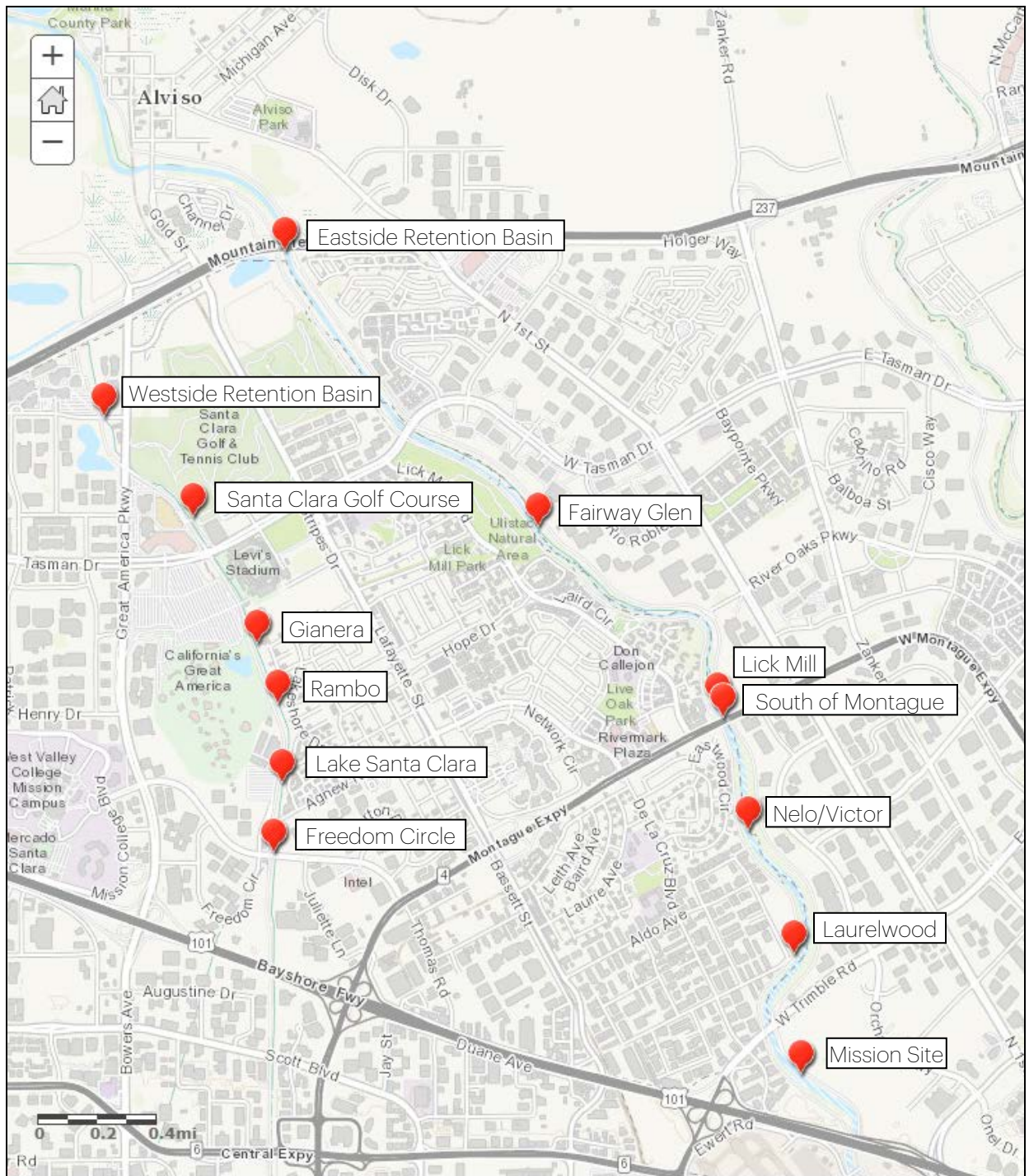
The consultant shall provide a summary of the locations of pipes which require repair (“M” or “U” rating), approximate location within the pipe (distance from the end of the pipe), the type of deficiency requiring the repair, a picture of the damage, and a brief description of recommended repair activities to bring the pipe rating to an “A”. This will form the basis of a future RFP to perform the repairs to the outfall pipes. Additionally, the consultant must provide three (3) digital copies of the video inspection.

The City will obtain the encroachment permit from the Santa Clara Valley Water District necessary to access the sites.

C. Required Proposal Components

All information set forth in Article 6 of the RFP.

## EXHIBIT A STORM DRAIN OUTFALL LOCATIONS



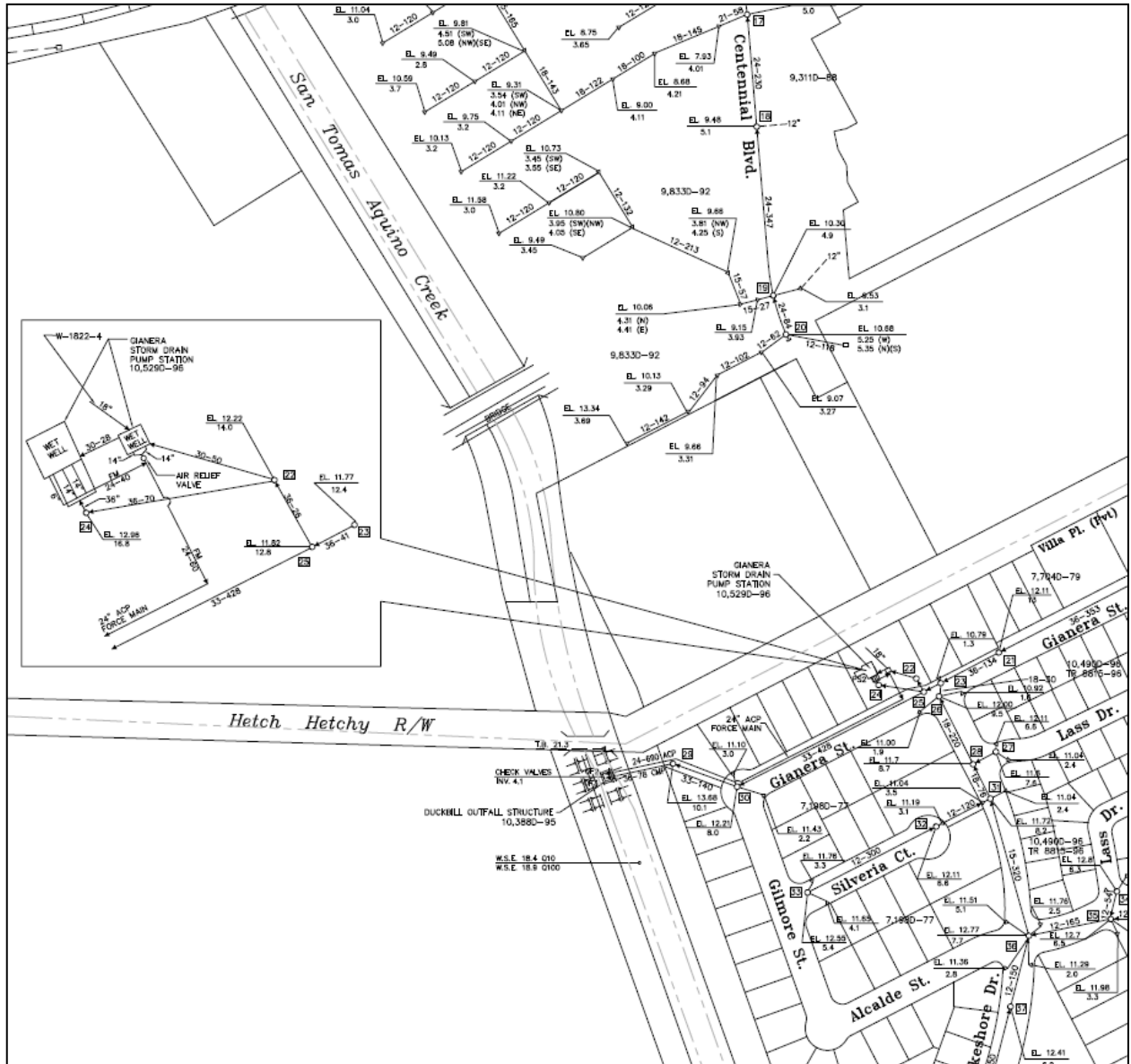
**EXHIBIT B**  
**PUMP STATION OUTFALL LIST**

<b>Name</b>	<b>Address/Location</b>	<b>Discharges into</b>	<b># of pipes</b>	<b>Outfall pipes</b>	<b>Headwall</b>	<b>Flap Gates?</b>	<b>Date Built</b>	<b>Date Updated</b>
<b>Freedom Circle</b>	3905 Freedom Cir	San Tomas Aquino Creek	1	54" CMP	No. CMP pipe outfalls at toe of slope below pedestrian walk	Installed in vault at end of outfall gallery	2001	N/A
<b>Gianera</b>	2337 Gianera St	San Tomas Aquino Creek	2	24" ACP, 36" CMP gravity bypass	Concrete headwall without slope protection	No	1978	1996
<b>Lake Santa Clara</b>	4266 Lake Santa Clara Dr	San Tomas Aquino Creek	2	18" RCP, 18" RCP	Concrete with boulder slope protection	No	1986	N/A
<b>Rambo</b>	4526 Lakeshore Dr	San Tomas Aquino Creek	3	54" RCP, 66" CMP gravity bypass, 15" RCP	Concrete sandbags as headwall and slope protection	No. Bar screen installed across outfall	1986	2002
<b>Santa Clara Golf Course</b>	2501 Stars & Stripes Dr	San Tomas Aquino Creek	1	30" CMP	Concrete sandbags as headwall and slope protection	No. Outlet pipes have rebar as safety grate	1987	N/A
<b>West Side Retention Basin</b>	2900 Old Mt. View/Alviso Rd	San Tomas Aquino Creek	5	36" CMP, 36" CMP, 36" CMP, 15" CMP, 15" CMP	Concrete sandbags as headwall and slope protection	No. Outlet pipes have rebar as safety grate. Air vents at crest of levee	1975	2001

Name	Address/Location	Discharges into	# of pipes	Outfall pipes	Headwall	Flap Gates?	Date Built	Date Updated
<b>Mission Site</b>	2500 Channing Ave	Guadalupe River	2	72" RCP; 54" CMP	Concrete headwall	Yes, not at outfall.	1948	N/A
<b>Laurelwood</b>	3401 Victor St	Guadalupe River	1	66" CMP	Concrete headwall, wing walls and invert, with concrete sandbags for side invert slope protection.	Yes	1986	N/A
<b>Nelo/Victor</b>	3575 Victor St	Guadalupe River	2	48" RCP; 54" RCP	Concrete headwall, wings and invert	Yes, only on the lower 54" outfall.	1986	2003
<b>South of Montague</b>	Access from Lick Mill Pump Station	Guadalupe River	1	66" Unknown material	Concrete headwall	Yes	1964	N/A
<b>Lick Mill</b>	449 Montague Expressway	Guadalupe River	3	48" RCP; 48" RCP; 48" RCP	Cast-in-place concrete deck, headwall, wing and divider walls.	Yes	1988	N/A
<b>Fairway Glen</b>	4751 Lick Mill Blvd	Guadalupe River	5	42" CMLC Steel; 42" CMLC Steel; 42" CMLC Steel; 30" CMLC Steel; 12" DI	Concrete headwall, wing walls and invert	Yes	1989	N/A
<b>Eastside Retention Basin</b>	5611 Lafayette St.	Guadalupe River	3	24" RCP; 30" RCP; 30" RCP	Concrete headwall, wing and divider walls. Slope and outfall lined with concrete sandbags.	Yes	1973	2005



# EXHIBIT C GIANERA

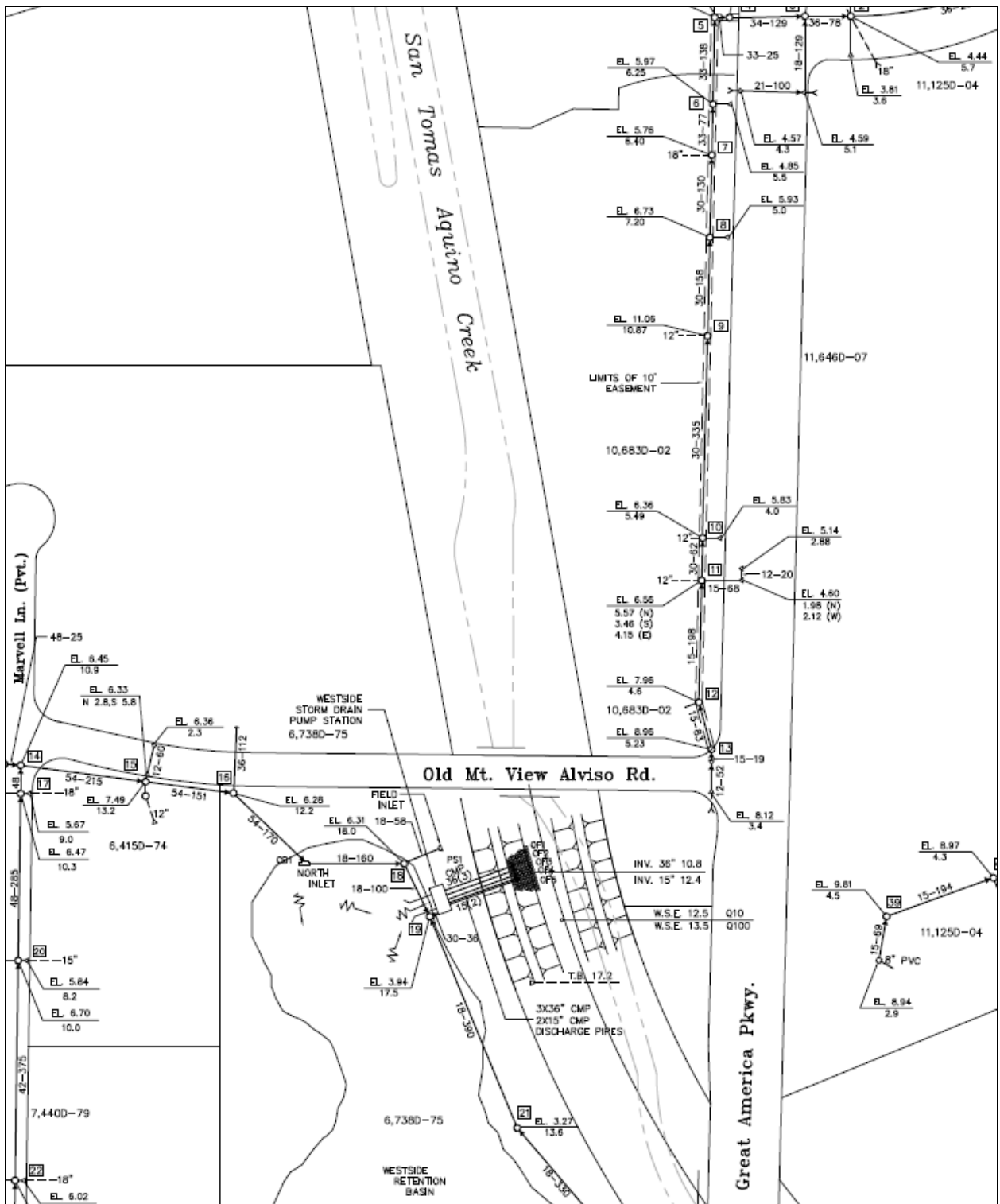




[illegible]

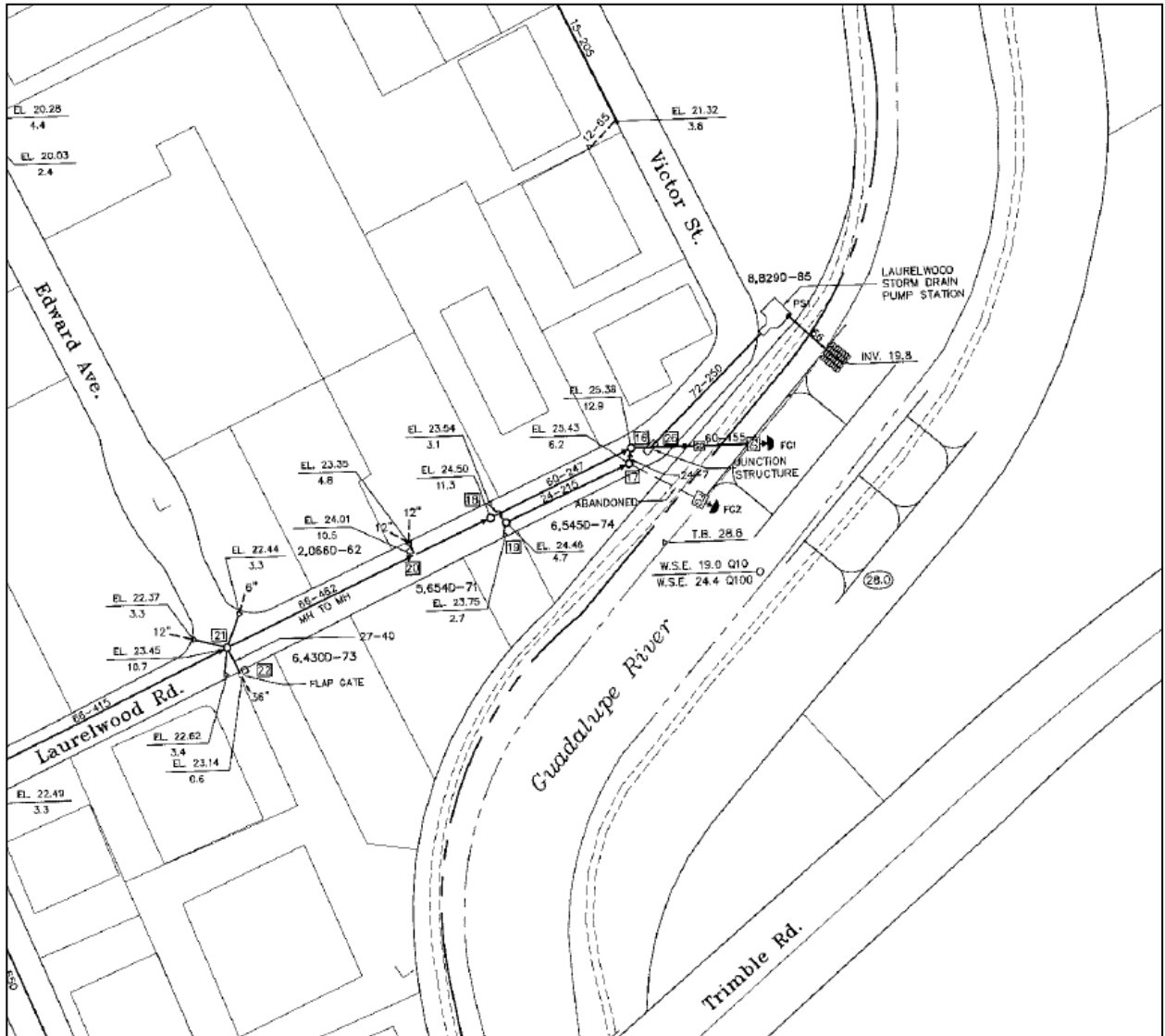


# EXHIBIT C WESTSIDE RETENTION BASIN

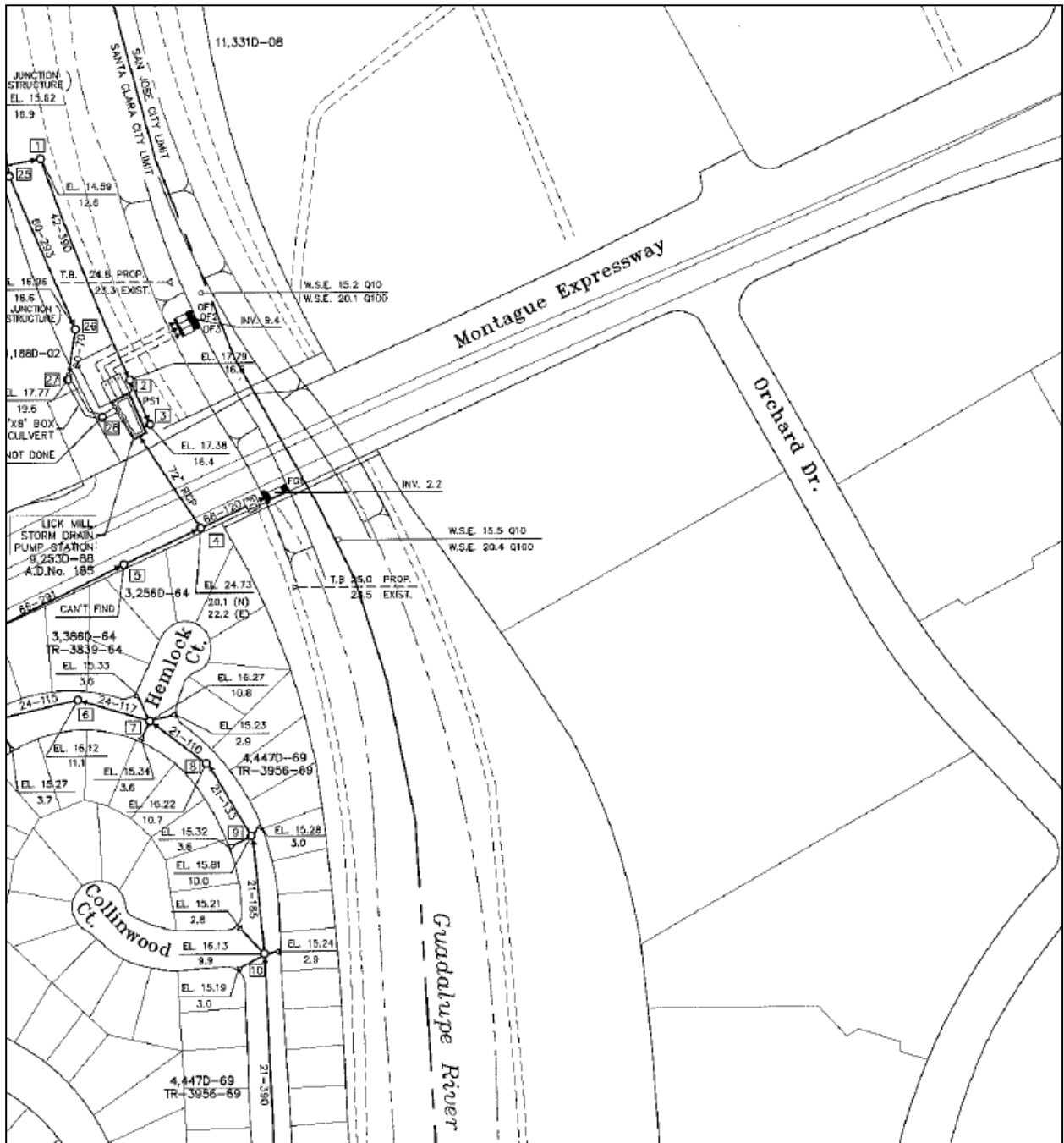




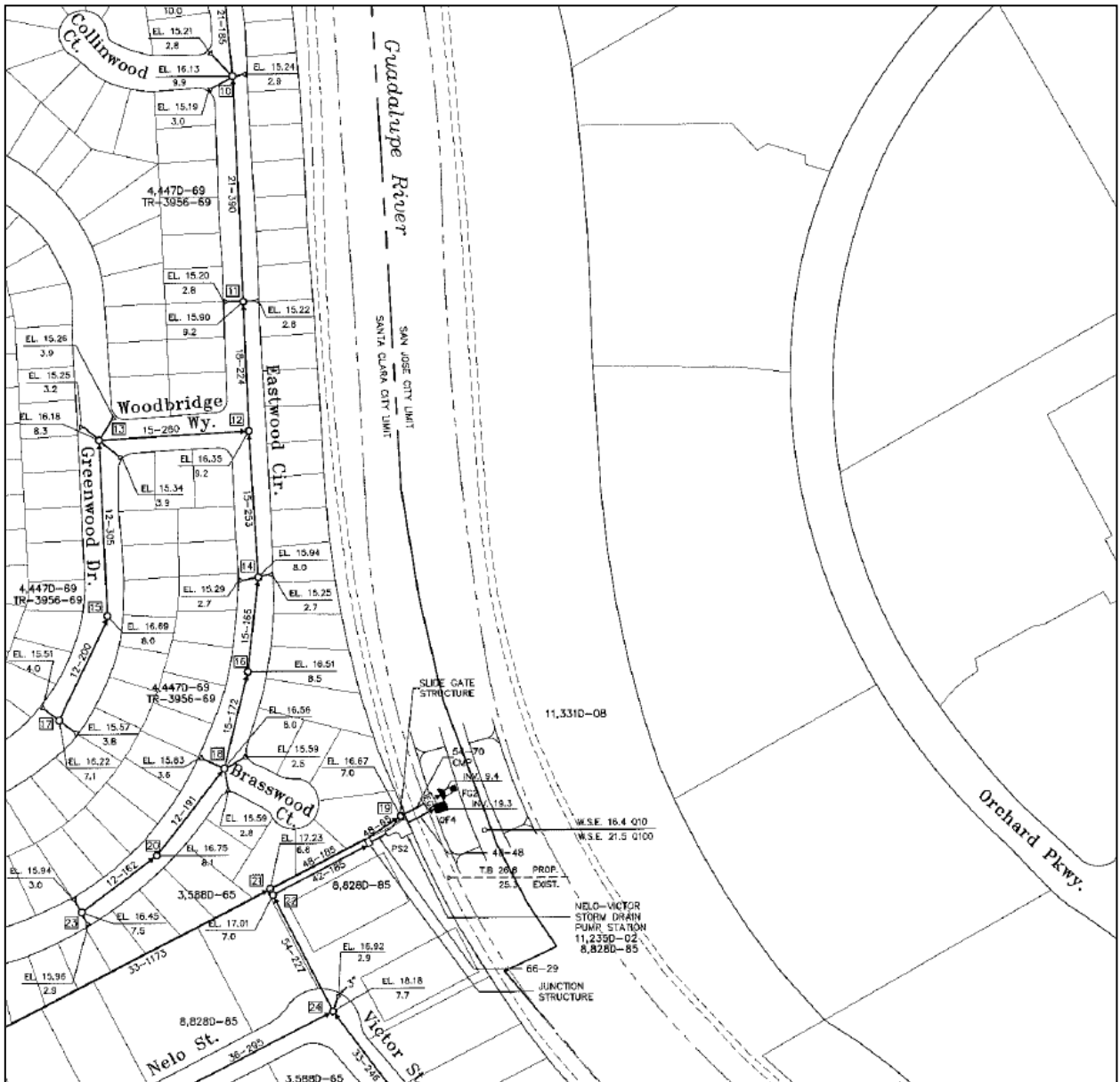
# EXHIBIT D LAURELWOOD



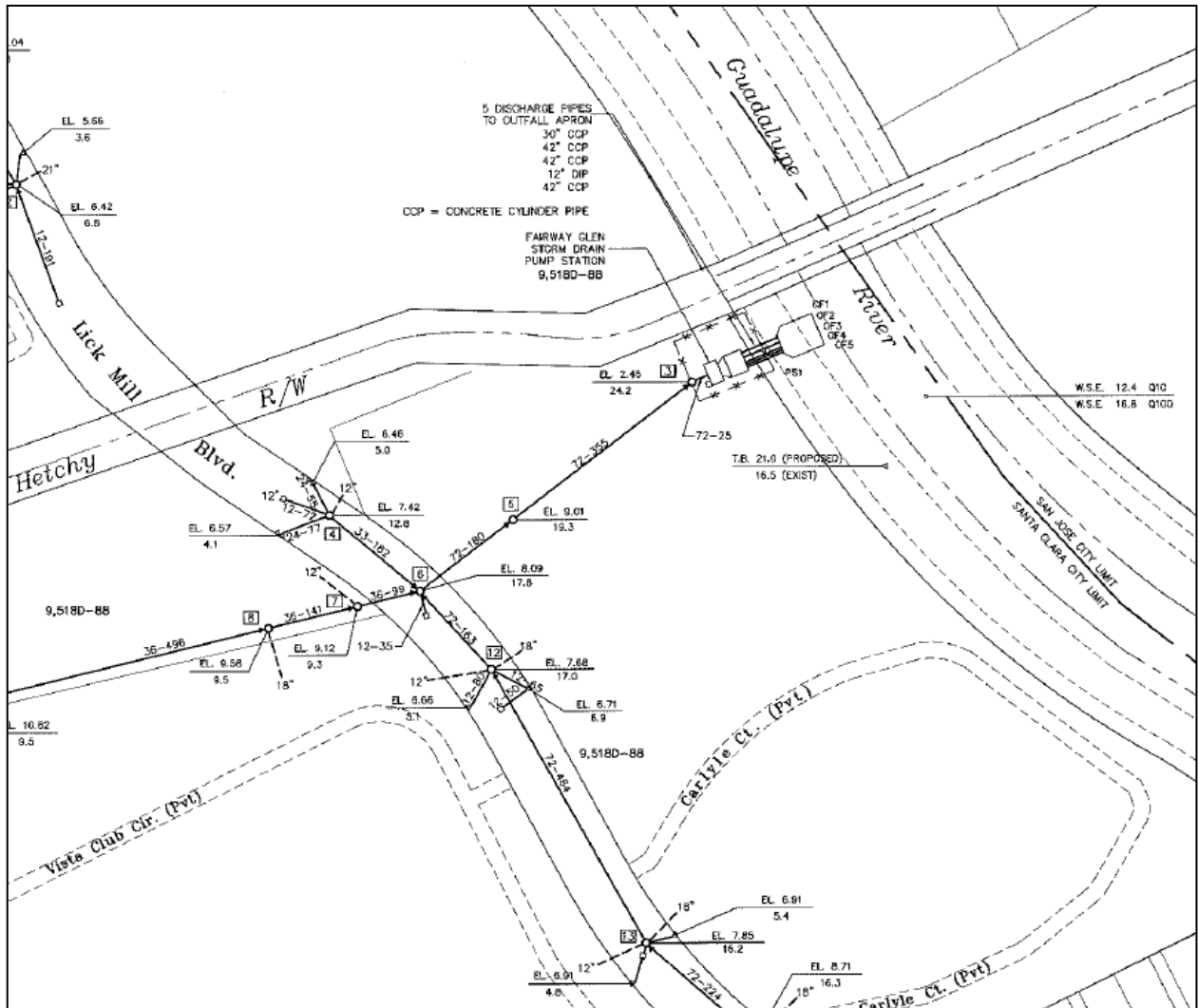
# **EXHIBIT D** **LICK MILL/SOUTH OF MONTAGUE**



# EXHIBIT D VICTOR/NELO

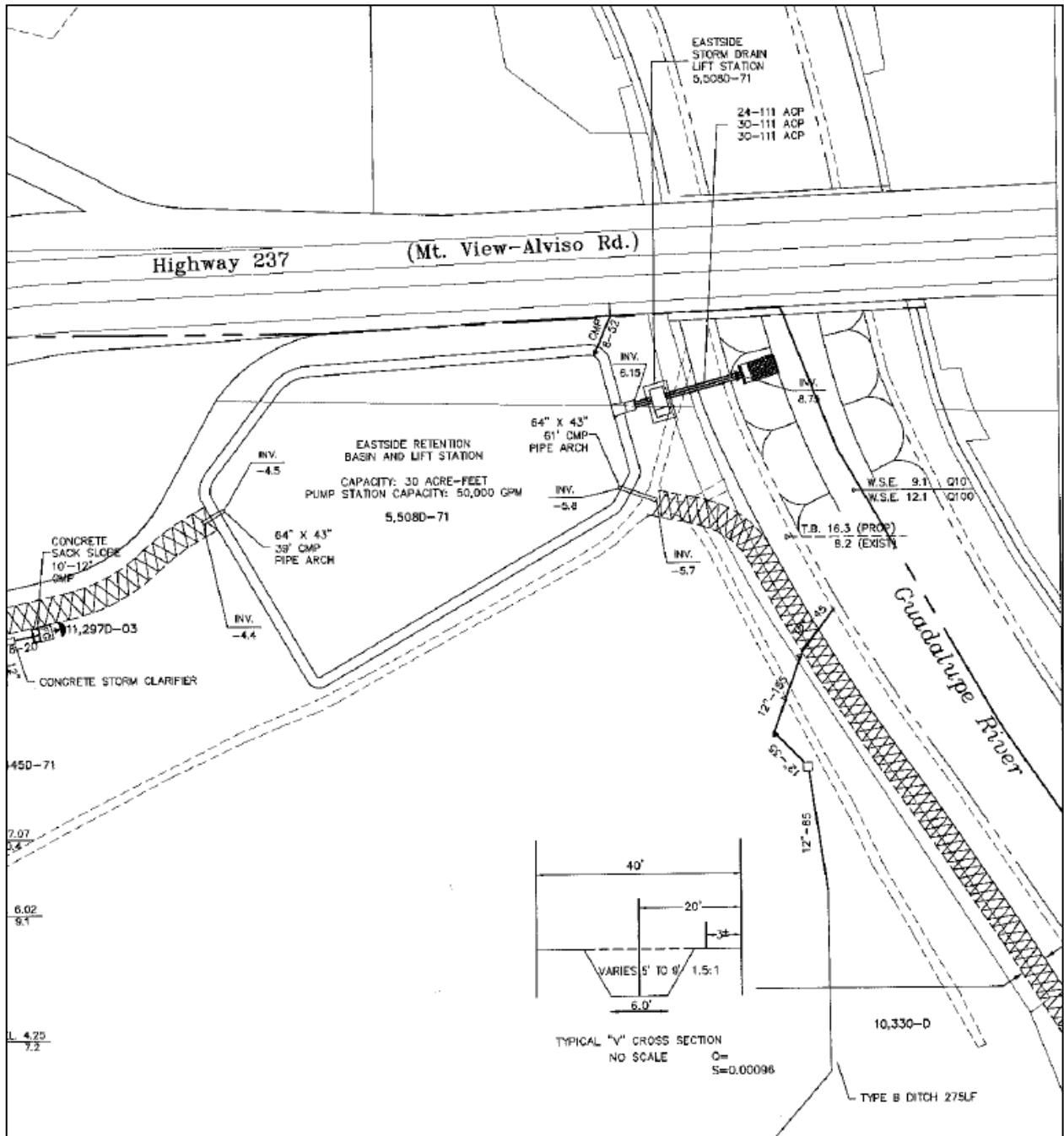


## EXHIBIT D FAIRWAY GLEN





# **EXHIBIT D** **EASTSIDE RETENTION** **BASIN**



## Interior Drainage System

## EXHIBIT E

For use during Initial and Continuing Eligibility Inspections of interior drainage systems

Rated Item	Rating	Rating Guidelines		Location/Remarks/Recommendations
wells, outfalls, intakes, or culverts)		M	Spalling, scaling, and open cracking present, but the immediate integrity or performance of the structure is not threatened. Reinforcing steel may be exposed. Repairs/ sealing is necessary to prevent additional damage during periods of thawing and freezing.	
		U	Surface deterioration or deep cracks present that may result in an unreliable structure. Any surface deterioration that exposes the sheet piling or lies adjacent to monolith joints may indicate underlying reinforcement corrosion and is unacceptable.	
		N/A	There are no concrete items in the interior drainage system.	
6. Tilting, Sliding or Settlement of Concrete and Sheet Pile Structures <sup>2</sup> (Such as gate wells, outfalls, intakes, or culverts)		A	There are no significant areas of tilting, sliding, or settlement that would endanger the integrity of the structure.	
		M	There are areas of tilting, sliding, or settlement (either active or inactive) that need to be repaired. The maximum offset, either laterally or vertically, does not exceed 2 inches unless the movement can be shown to be no longer actively occurring. The integrity of the structure is not in danger.	
		U	There are areas of tilting, sliding, or settlement (either active or inactive) that threaten the structure's integrity and performance. Any movement that has resulted in failure of the waterstop (possibly identified by daylight visible through the joint) is unacceptable. Differential movement of greater than 2 inches between any two adjacent monoliths, either laterally or vertically, is unacceptable unless it can be shown that the movement is no longer active. Also, if the floodwall is of I-wall construction, then any visible or measurable tilting of the wall toward the protected side that has created an open horizontal crack on the riverside base of a monolith is unacceptable.	
		N/A	There are no concrete items in the interior drainage system.	
7. Foundation of Concrete Structures <sup>3</sup> (Such as culverts, inlet and discharge structures, or gatewells.)		A	No active erosion, scouring, or bank caving that might endanger the structure's stability.	
		M	There are areas where the ground is eroding towards the base of the structure. Efforts need to be taken to slow and repair this erosion, but it is not judged to be close enough to the structure or to be progressing rapidly enough to affect structural stability before the next inspection. The rate of erosion is such that the structure is expected to remain stable until the next inspection.	
		U	Erosion or bank caving observed that may lead to structural instabilities before the next inspection.	
		N/A	There are no concrete items in the interior drainage system.	
8. Monolith Joints		A	The joint material is in good condition. The exterior joint sealant is intact and cracking/ desiccation is minimal. Joint filler material and/or waterstop is not visible at any point.	
		M	The joint material has appreciable deterioration to the point where joint filler material and/or waterstop is visible in some locations. This needs to be repaired or replaced to prevent spalling and cracking during freeze/ thaw cycles, and to ensure water tightness of the joint.	

Key: A = Acceptable. M = Minimally Acceptable; Maintenance is required. U = Unacceptable. N/A = Not Applicable. FDR = Flood Damage Reduction



US Army Corps  
of Engineers®

Flood Damage Reduction Segment / System  
Inspection Report

Interior Drainage System  
Page 2 of 5

## Interior Drainage System

For use during Initial and Continuing Eligibility Inspections of interior drainage systems

Rated Item	Rating	Rating Guidelines	Location/Remarks/Recommendations
	U	The joint material is severely deteriorated or the concrete adjacent to the monolith joints has spalled and cracked, damaging the waterstop; in either case damage has occurred to the point where it is apparent that the joint is no longer watertight and will not provide the intended level of protection during a flood.	
	N/A	There are no monolith joints in the interior drainage system.	
9. Culverts/ Discharge Pipes <sup>4</sup>	A	There are no breaks, holes, cracks in the discharge pipes/ culverts that would result in significant water leakage. The pipe shape is still essentially circular. All joints appear to be closed and the soil tight. Corrugated metal pipes, if present, are in good condition with 100% of the original coating still in place (either asphalt or galvanizing) or have been relined with appropriate material, which is still in good condition. Condition of pipes has been verified using television camera video taping or visual inspection methods within the past five years, and the report for every pipe is available for review by the inspector.	
	M	There are a small number of corrosion pinholes or cracks that could leak water and need to be repaired, but the entire length of pipe is still structurally sound and is not in danger of collapsing. Pipe shape may be ovalized in some locations but does not appear to be approaching a curvature reversal. A limited number of joints may have opened and soil loss may be beginning. Any open joints should be repaired prior to the next inspection. Corrugated metal pipes, if present, may be showing corrosion and pinholes but there are no areas with total section loss. Condition of pipes has been verified using television camera video taping or visual inspection methods within the past five years, and the report for every pipe is available for review by the inspector.	
	U	Culvert has deterioration and/or has significant leakage; it is in danger of collapsing or as already begun to collapse. Corrugated metal pipes have suffered 100% section loss in the invert. HOWEVER: Even if pipes appear to be in good condition, as judged by an external visual inspection, an Unacceptable Rating will be assigned if the condition of pipes has not been verified using television camera video taping or visual inspection methods within the past five years, and reports for all pipes are not available for review by the inspector.	
	N/A	There are no discharge pipes/ culverts.	
10. Sluice / Slide Gates <sup>5</sup>	A	Gates open and close freely to a tight seal or minor leakage. Gate operators are in good working condition and are properly maintained. Sill is free of sediment and other obstructions. Gates and lifters have been maintained and are free of corrosion. Documentation provided during the inspection.	
	M	Gates and/or operators have been damaged or have minor corrosion, and open and close with resistance or binding. Leakage quantity is controllable, but maintenance is required. Sill is free of sediment and other obstructions.	
	U	Gates do not open or close and/or operators do not function. Gate, stem, lifter and/or guides may be damaged or have major corrosion.	
	N/A	There are no sluice/ slide gates.	

Key: A = Acceptable. M = Minimally Acceptable; Maintenance is required. U = Unacceptable. N/A = Not Applicable. FDR = Flood Damage Reduction



Flood Damage Reduction Segment / System  
Inspection Report

Interior Drainage System  
Page 3 of 5

## Interior Drainage System

For use during Initial and Continuing Eligibility Inspections of interior drainage systems

Rated Item	Rating	Rating Guidelines	Location/Remarks/Recommendations
11. Flap Gates/ Flap Valves/ Pinch Valves <sup>1</sup>		<b>A</b> Gates/ valves open and close easily with minimal leakage, have no corrosion damage, and have been exercised and lubricated as required.	
		<b>M</b> Gates/ valves will not fully open or close because of obstructions that can be easily removed, or have minor corrosion damage that requires maintenance.	
		<b>U</b> Gates/ valves are missing, have been damaged, or have deteriorated to the point that they need to be replaced.	
		<b>N/A</b> There are no flap gates.	
12. Trash Racks (non-mechanical)		<b>A</b> Trash racks are fastened in place and properly maintained.	
		<b>M</b> Trash racks are in place but are unfastened or have bent bars that allow debris to enter into the pipe or pump station, bars are corroded to the point that up to 10% of the sectional area may be lost. Repair or replacement is required.	
		<b>U</b> Trash racks are missing or damaged to the extent that they are no longer functional and must be replaced. (For example, more than 10% of the sectional area may be lost.)	
		<b>N/A</b> There are no trash racks, or they are covered in the pump stations section of the report.	
13. Other Metallic Items		<b>A</b> All metal parts are protected from corrosion damage and show no rust, damage, or deterioration that would cause a safety concern.	
		<b>M</b> Corrosion seen on metallic parts appears to be maintainable.	
		<b>U</b> Metallic parts are severely corroded and require replacement to prevent failure, equipment damage, or safety issues.	
		<b>N/A</b> There are no other significant metallic items.	
14. Riprap Revetments of Inlet/ Discharge Areas		<b>A</b> No riprap displacement or stone degradation that could pose an immediate threat to the integrity of channel bank. Riprap intact with no woody vegetation present.	
		<b>M</b> Minor riprap displacement or stone degradation that could pose an immediate threat to the integrity of the channel bank. Unwanted vegetation must be cleared or sprayed with an appropriate herbicide.	
		<b>U</b> Significant riprap displacement, exposure of bedding, or stone degradation observed. Scour activity is undercutting banks, eroding embankments, or impairing channel flows by causing turbulence or shoaling. Rock protection is hidden by dense brush, trees, or grasses.	
		<b>N/A</b> There is no riprap protecting this feature of the segment / system, or riprap is discussed in another section.	
15. Revetments other than Riprap		<b>A</b> No riprap displacement or stone degradation that could pose an immediate threat to the integrity of channel bank. Riprap intact with no woody vegetation present.	

Key: A = Acceptable. M = Minimally Acceptable; Maintenance is required. U = Unacceptable. N/A = Not Applicable. FDR = Flood Damage Reduction



US Army Corps  
of Engineers®

Flood Damage Reduction Segment / System  
Inspection Report

Interior Drainage System  
Page 4 of 5

## Interior Drainage System

For use during Initial and Continuing Eligibility Inspections of interior drainage systems

Rated Item	Rating	Rating Guidelines	Location/Remarks/Recommendations
	M	Minor riprap displacement or stone degradation that could pose an immediate threat to the integrity of the channel bank. Unwanted vegetation must be cleared or sprayed with an appropriate herbicide.	
	U	Significant riprap displacement, exposure of bedding, or stone degradation observed. Scour activity is undercutting banks, eroding embankments, or impairing channel flows by causing turbulence or shoaling. Rock protection is hidden by dense brush, trees, or grasses.	
	N/A	There are no such revetments protecting this feature of the segment / system.	

<sup>1</sup> Proper operation of this item must be demonstrated during the inspection.

<sup>2</sup> The sponsor should be monitoring any observed movement to verify whether the movement is active or inactive.

<sup>3</sup> Inspectors must have as-built drawings available during the inspection so that the lateral distance to the heel and toe of the floodwalls can be determined in the field.

<sup>4</sup> The decision on whether or not USACE inspectors should enter a pipe to perform a detailed inspection must be made at the USACE District level. This decision should be made in conjunction with the District Safety Office, as pipes may be considered confined spaces. This decision should consider the age of the pipe, the diameter of the pipe, the apparent condition of the pipe, and the length of the pipe. If a pipe is entered for the purposes of inspection, the inspector should record observations with a video camera in order that the condition of the entire pipe, including all joints, can later be assessed. Additionally, the video record provides a baseline to which future inspections can be compared.

<sup>5</sup> Proper operation of the gates (full open and closed) must be demonstrated during the inspection if no documentation is available. Be aware of both manual and electrical operators.

Key: A = Acceptable. M = Minimally Acceptable; Maintenance is required. U = Unacceptable. N/A = Not Applicable. FDR = Flood Damage Reduction



US Army Corps  
of Engineers®

Flood Damage Reduction Segment / System  
Inspection Report

Interior Drainage System  
Page 5 of 5

**ATTACHMENT B**  
**Proposer's Information Form**

PROPOSER (please print): \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

Contact person, title, telephone number, email address and fax number: \_\_\_\_\_

\_\_\_\_\_

Proposer, if selected, intends to carry on the business as (check one)

☐ Individual

☐ Joint Venture

☐ Partnership

☐ Corporation

When incorporated? \_\_\_\_\_

In what state? \_\_\_\_\_

When authorized to do business in California? \_\_\_\_\_

☐ Other (explain): \_\_\_\_\_

\_\_\_\_\_

**ADDENDA**

To assure that all Proposers have received each addendum, check the appropriate box(es) below. Failure to acknowledge receipt of an addendum/addenda may be considered an irregularity in the Proposal:

Addendum number(s) received:

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐ 6

Or,

☐ \_\_\_\_\_ No Addendum/Addenda Were Received (check and initial).

## PROPOSER'S SIGNATURE

No proposal shall be accepted which has not been signed in ink in the appropriate space below:

By signing below, the submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.

**(1) If Proposer is *INDIVIDUAL*,  
sign here:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Proposer's Signature

\_\_\_\_\_  
Proposer's typed name and title

**(2) If Proposer is *PARTNERSHIP* or  
*JOINT VENTURE*, at least (2) Partners  
or each of the Joint Venturers  
shall sign here:**

\_\_\_\_\_  
Partnership or Joint Venture Name  
(type or print)

Date: \_\_\_\_\_

\_\_\_\_\_  
Member of the Partnership or Joint Venture  
signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Member of the Partnership or Joint Venture  
signature

**(3) If Proposer is a *CORPORATION*,  
the duly authorized officer(s) shall  
sign as follows:**

The undersigned certify that they are  
respectively: \_\_\_\_\_ (Title)  
and \_\_\_\_\_ (Title)  
of the corporation named below; that they  
are designated to sign the Proposal Cost  
Form by resolution (attach a certified copy,  
with corporate seal, if applicable, notarized  
as to its authenticity or Secretary's  
certificate of authorization) for and on  
behalf of the below named  
CORPORATION, and that they are  
authorized to execute same for and on behalf  
of said CORPORATION.

\_\_\_\_\_  
Corporation Name (type or print)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_



**ATTACHMENT C**  
**Certification of Nondiscrimination**

As suppliers of goods or services to the City of Santa Clara, the firm and individuals listed below certify that they do not discriminate in employment of any person because of race, color, gender, age, religion, disability, national origin, ancestry, sexual orientation, housing status, marital status, or familial status; and that they are in compliance with all Federal, State and local laws, directives and executive orders regarding nondiscrimination in employment.

**(1) If Proposer is *INDIVIDUAL*,  
sign here:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Proposer's Signature

\_\_\_\_\_  
Proposer's typed name and title

**(2) If Proposer is *PARTNERSHIP* or  
*JOINT VENTURE*, at least (2) Partners  
or each of the Joint Venturers  
shall sign here:**

\_\_\_\_\_  
Partnership or Joint Venture Name  
(type or print)

Date: \_\_\_\_\_

\_\_\_\_\_  
Member of the Partnership or Joint Venture  
signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Member of the Partnership or Joint Venture  
signature

**(3) If Proposer is a *CORPORATION*,  
the duly authorized officer(s) shall  
sign as follows:**

The undersigned certify that they are  
respectively: \_\_\_\_\_ (Title)  
and \_\_\_\_\_ (Title)  
of the corporation named below; that they  
are designated to sign the Proposal Cost  
Form by resolution (attach a certified copy,  
with corporate seal, if applicable, notarized  
as to its authenticity or Secretary's  
certificate of authorization) for and on  
behalf of the below named  
CORPORATION, and that they are  
authorized to execute same for and on behalf  
of said CORPORATION.

\_\_\_\_\_  
Corporation Name (type or print)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTACHMENT D**  
**Agreement for Services**

Execution of Attachment D is required, as is set forth in Article 6 of the RFP.

A. Ebix Insurance No. \*

**AGREEMENT FOR THE PERFORMANCE OF SERVICES**  
**BY AND BETWEEN THE**  
**CITY OF SANTA CLARA, CALIFORNIA,**  
**AND**

**\*INSERT CONTRACTOR'S NAME**

**PREAMBLE**

This agreement for the performance of services ("Agreement") is by and between \*insert Contractor's name, a[n] choose one: a (enter State name) corporation/partnership/individual, with its principal place of business located at \*insert Contractor's principal address ("Contractor"), and the City of Santa Clara, California, a chartered California municipal corporation with its primary business address at 1500 Warburton Avenue, Santa Clara, California 95050 ("City"). City and Contractor may be referred to individually as a "Party" or collectively as the "Parties" or the "Parties to this Agreement."

**RECITALS**

City desires to secure professional services more fully described in this Agreement, at Exhibit A, entitled "Scope of Services";

Contractor represents that it, and its subcontractors, if any, have the professional qualifications, expertise, necessary licenses and desire to provide certain goods and/or required services of the quality and type which meet objectives and requirements of City; and,

The Parties have specified herein the terms and conditions under which such services will be provided and paid for.

The Parties agree as follows:

**AGREEMENT PROVISIONS**

**SERVICES TO BE PROVIDED.**

City employs Contractor to perform the services ("Services") more fully described in Exhibit A entitled, "SCOPE OF SERVICES." All of the exhibits referenced in this Agreement are attached and incorporated by this reference. Except as otherwise specified in this Agreement, Contractor shall furnish all necessary technical and professional services, including labor, material,

equipment, transportation, supervision and expertise to satisfactorily complete the work required by City at his/her own risk and expense.

#### **TERM OF AGREEMENT.**

Unless otherwise set forth in this Agreement or unless this paragraph is subsequently modified by a written amendment to this Agreement, the term of this Agreement shall begin on the Effective Date of this Agreement and terminate on \*\_\_\_\_\_, 20\_\_\_\_\_.

#### **QUALIFICATIONS OF CONTRACTOR - STANDARD OF WORKMANSHIP.**

Contractor represents and maintains that it has the necessary expertise in the professional calling necessary to perform services, and its duties and obligations, expressed and implied, contained herein, and City expressly relies upon Contractor's representations regarding its skills and knowledge. Contractor shall perform such services and duties in conformance to and consistent with the professional standards of a specialist in the same discipline in the State of California.

The plans, designs, specifications, estimates, calculations, reports and other documents furnished under Exhibit A shall be of a quality acceptable to City. The criteria for acceptance of the work provided under this Agreement shall be a product of neat appearance, well organized, that is technically and grammatically correct, checked and having the maker and checker identified. The minimum standard of appearance, organization and content of the drawings shall be that used by City for similar projects.

#### **MONITORING OF SERVICES.**

City may monitor the Services performed under this Agreement to determine whether Contractor's operation conforms to City policy and to the terms of this Agreement. City may also monitor the Services to be performed to determine whether financial operations are conducted in accord with applicable City, county, state, and federal requirements. If any action of Contractor constitutes a breach, City may terminate this Agreement pursuant to the provisions described herein.

#### **WARRANTY.**

Contractor expressly warrants that all materials and services covered by this Agreement shall be fit for the purpose intended, shall be free from defect, and shall conform to the specifications, requirements, and instructions upon which this Agreement is based. Contractor agrees to promptly replace or correct any incomplete, inaccurate, or defective Services at no further cost to City when defects are due to the negligence, errors or omissions of Contractor. If Contractor fails to promptly correct or replace materials or services, City may make corrections or replace materials or services and charge Contractor for the cost incurred by City.

## **PERFORMANCE OF SERVICES.**

Contractor shall perform all requested services in an efficient and expeditious manner and shall work closely with and be guided by City. Contractor shall be as fully responsible to City for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as Contractor is for the acts and omissions of persons directly employed by it. Contractor will perform all Services in a safe manner and in accordance with all federal, state and local operation and safety regulations.

## **BUSINESS TAX LICENSE REQUIRED.**

Contractor must comply with Santa Clara City Code section 3.40.060, as that section may be amended from time to time or renumbered, which requires that any person who transacts or carries on any business in the City of Santa Clara pay business license tax to the City. A business tax certificate may be obtained by completing the Business Tax Affidavit Form and paying the applicable fee at the Santa Clara City Hall Municipal Services Division.

## **RESPONSIBILITY OF CONTRACTOR.**

Contractor shall be responsible for the professional quality, technical accuracy and coordination of the Services furnished by it under this Agreement. Neither City's review, acceptance, nor payments for any of the Services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement and Contractor shall be and remain liable to City in accordance with applicable law for all damages to City caused by Contractor negligent performance of any of the Services furnished under this Agreement.

Any acceptance by City of plans, specifications, construction contract documents, reports, diagrams, maps and other material prepared by Contractor shall not in any respect absolve Contractor from the responsibility Contractor has in accordance with customary standards of good professional practice in compliance with applicable federal, state, county, and/or municipal laws, ordinances, regulations, rules and orders.

## **COMPENSATION AND PAYMENT.**

In consideration for Contractor's complete performance of Services, City shall pay Contractor for all materials provided and services rendered by Contractor at the rate per hour for labor and cost per unit for materials as outlined in Exhibit B, entitled "SCHEDULE OF FEES."

Contractor will bill City on a monthly basis for Services provided by Contractor during the preceding month, subject to verification by City. City will pay Contractor within thirty (30) days of City's receipt of invoice.

## **TERMINATION OF AGREEMENT.**

Either Party may terminate this Agreement without cause by giving the other Party written notice (“Notice of Termination”) which clearly expresses that Party’s intent to terminate the Agreement. Notice of Termination shall become effective no less than thirty (30) calendar days after a Party receives such notice. After either Party terminates the Agreement, Contractor shall discontinue further services as of the effective date of termination, and City shall pay Contractor for all Services satisfactorily performed up to such date.

## **NO ASSIGNMENT OR SUBCONTRACTING OF AGREEMENT.**

City and Contractor bind themselves, their successors and assigns to all covenants of this Agreement. This Agreement shall not be assigned or transferred without the prior written approval of City. Contractor shall not hire subcontractors without express written permission from City.

## **NO THIRD PARTY BENEFICIARY.**

This Agreement shall not be construed to be an agreement for the benefit of any third party or parties and no third party or parties shall have any claim or right of action under this Agreement for any cause whatsoever.

## **INDEPENDENT CONTRACTOR.**

Contractor and all person(s) employed by or contracted with Contractor to furnish labor and/or materials under this Agreement are independent contractors and do not act as agent(s) or employee(s) of City. Contractor has full rights, however, to manage its employees in their performance of Services under this Agreement. Contractor is not authorized to bind City to any contracts or other obligations.

## **NO PLEDGING OF CITY’S CREDIT.**

Under no circumstances shall Contractor have the authority or power to pledge the credit of City or incur any obligation in the name of City. Contractor shall save and hold harmless the City, its City Council, its officers, employees, boards and commissions for expenses arising out of any unauthorized pledges of City’s credit by Contractor under this Agreement.

## **CONFIDENTIALITY OF MATERIAL.**

All ideas, memoranda, specifications, plans, manufacturing procedures, data, drawings, descriptions, documents, discussions or other information developed or received by or for Contractor and all other written information submitted to Contractor in connection with the performance of this Agreement shall be held confidential by Contractor and shall not, without the prior written consent of City, be used for any purposes other than the performance of the Services nor be disclosed to an entity not connected with performance of the Services. Nothing furnished to Contractor which is otherwise known to Contractor or becomes generally known to the related industry shall be deemed confidential.

## **USE OF CITY NAME OR EMBLEM.**

Contractor shall not use City's name, insignia, or emblem, or distribute any information related to services under this Agreement in any magazine, trade paper, newspaper or other medium without express written consent of City.

## **OWNERSHIP OF MATERIAL.**

All material, including information developed on computer(s), which shall include, but not be limited to, data, sketches, tracings, drawings, plans, diagrams, quantities, estimates, specifications, proposals, tests, maps, calculations, photographs, reports and other material developed, collected, prepared or caused to be prepared under this Agreement shall be the property of City but Contractor may retain and use copies thereof. City shall not be limited in any way or at any time in its use of said material. However, Contractor shall not be responsible for damages resulting from the use of said material for work other than Project, including, but not limited to, the release of this material to third parties.

## **RIGHT OF CITY TO INSPECT RECORDS OF CONTRACTOR.**

City, through its authorized employees, representatives or agents shall have the right during the term of this Agreement and for three (3) years from the date of final payment for goods or services provided under this Agreement, to audit the books and records of Contractor for the purpose of verifying any and all charges made by Contractor in connection with Contractor compensation under this Agreement, including termination of Contractor. Contractor agrees to maintain sufficient books and records in accordance with generally accepted accounting principles to establish the correctness of all charges submitted to City. Any expenses not so recorded shall be disallowed by City.

Contractor shall submit to City any and all reports concerning its performance under this Agreement that may be requested by City in writing. Contractor agrees to assist City in meeting City's reporting requirements to the State and other agencies with respect to Contractor's Services hereunder.

## **CORRECTION OF SERVICES.**

Contractor agrees to correct any incomplete, inaccurate or defective Services at no further costs to City, when such defects are due to the negligence, errors or omissions of Contractor.

## **FAIR EMPLOYMENT.**

Contractor shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, gender, sexual orientation, age, disability, religion, ethnic background, or marital status, in violation of state or federal law.

## **HOLD HARMLESS/INDEMNIFICATION.**

To the extent permitted by law, Contractor agrees to protect, defend, hold harmless and indemnify City, its City Council, commissions, officers, employees, volunteers and agents from and against any claim, injury, liability, loss, cost, and/or expense or damage, including all costs and reasonable attorney's fees in providing a defense to any claim arising therefrom, for which City shall become liable arising from Contractor's negligent, reckless or wrongful acts, errors, or omissions with respect to or in any way connected with the Services performed by Contractor pursuant to this Agreement.

## **INSURANCE REQUIREMENTS.**

During the term of this Agreement, and for any time period set forth in Exhibit C, Contractor shall provide and maintain in full force and effect, at no cost to City insurance policies with respect to employees and vehicles assigned to the Performance of Services under this Agreement with coverage amounts, required endorsements, certificates of insurance, and coverage verifications as defined in Exhibit C.

## **AMENDMENTS.**

This Agreement may be amended only with the written consent of both Parties.

## **INTEGRATED DOCUMENT.**

This Agreement represents the entire agreement between City and Contractor. No other understanding, agreements, conversations, or otherwise, with any representative of City prior to execution of this Agreement shall affect or modify any of the terms or obligations of this Agreement. Any verbal agreement shall be considered unofficial information and is not binding upon City.

## **SEVERABILITY CLAUSE.**

In case any one or more of the provisions in this Agreement shall, for any reason, be held invalid, illegal or unenforceable in any respect, it shall not affect the validity of the other provisions, which shall remain in full force and effect.

## **WAIVER.**

Contractor agrees that waiver by City of any one or more of the conditions of performance under this Agreement shall not be construed as waiver(s) of any other condition of performance under this Agreement.

## **NOTICES.**

All notices to the Parties shall, unless otherwise requested in writing, be sent to City addressed as follows:

B. City of Santa Clara



- C. Attention: insert Dept. here
- D. 1500 Warburton Avenue
- E. Santa Clara, California 95050
- F. or by facsimile at (408) -

And to Contractor addressed as follows:

- G. Name:
- H. Address:
- I.
- J. or by facsimile at ( ) -

If notice is sent via facsimile, a signed, hard copy of the material shall also be mailed. The workday the facsimile was sent shall control the date notice was deemed given if there is a facsimile machine generated document on the date of transmission. A facsimile transmitted after 1:00 p.m. on a Friday shall be deemed to have been transmitted on the following Monday.

### **CAPTIONS.**

The captions of the various sections, paragraphs and subparagraphs of this Agreement are for convenience only and shall not be considered or referred to in resolving questions of interpretation.

### **LAW GOVERNING CONTRACT AND VENUE.**

This Agreement shall be governed and construed in accordance with the statutes and laws of the State of California. The venue of any suit filed by either Party shall be vested in the state courts of the County of Santa Clara, or if appropriate, in the United States District Court, Northern District of California, San Jose, California.

### **DISPUTE RESOLUTION.**

Unless otherwise mutually agreed to by the Parties, any controversies between Contractor and City regarding the construction or application of this Agreement, and claims arising out of this Agreement or its breach, shall be submitted to mediation within thirty (30) days of the written request of one Party after the service of that request on the other Party.

The Parties may agree on one mediator. If they cannot agree on one mediator, the Party demanding mediation shall request the Superior Court of Santa Clara County to appoint a mediator. The mediation meeting shall not exceed one day (eight (8) hours). The Parties may agree to extend the time allowed for mediation under this Agreement.

The costs of mediation shall be borne by the Parties equally.

For any contract dispute, mediation under this section is a condition precedent to filing an action in any court. In the event of mediation which arises out of any dispute related to this Agreement, the Parties shall each pay their

respective attorney's fees, expert witness costs and cost of suit, through mediation only.

#### **COMPLIANCE WITH ETHICAL STANDARDS.**

Contractor shall:

Read Exhibit D, entitled "ETHICAL STANDARDS FOR CONTRACTORS SEEKING TO ENTER INTO AN AGREEMENT WITH THE CITY OF SANTA CLARA, CALIFORNIA"; and,

Execute Exhibit E, entitled "AFFIDAVIT OF COMPLIANCE WITH ETHICAL STANDARDS."

#### **AFFORDABLE CARE ACT OBLIGATIONS**

To the extent Contractor is obligated to provide health insurance coverage to its employees pursuant to the Affordable Care Act ("Act") and/or any other similar federal or state law, Contractor warrants that it is meeting its obligations under the Act and will fully indemnify and hold harmless City for any penalties, fines, adverse rulings, or tax payments associated with Contractor's responsibilities under the Act.

#### **CONFLICT OF INTERESTS.**

This Agreement does not prevent either Party from entering into similar agreements with other parties. To prevent a conflict of interest, Contractor certifies that to the best of its knowledge, no City officer, employee or authorized representative has any financial interest in the business of Contractor and that no person associated with Contractor has any interest, direct or indirect, which could conflict with the faithful performance of this Agreement. Contractor is familiar with the provisions of California Government Code Section 87100 and following, and certifies that it does not know of any facts which would violate these code provisions. Contractor will advise City if a conflict arises.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but both of which shall constitute one and the same instrument; and, the Parties agree that signatures on this Agreement, including those transmitted by facsimile, shall be sufficient to bind the Parties.

The Parties acknowledge and accept the terms and conditions of this Agreement as evidenced by the following signatures of their duly authorized representatives. The Effective Date is the date that the final signatory executes the Agreement. It is the intent of the Parties that this Agreement shall become operative on the Effective Date.

**CITY OF SANTA CLARA, CALIFORNIA**  
a chartered California municipal corporation

APPROVED AS TO FORM:

Dated:

\_\_\_\_\_

\_\_\_\_\_  
BRIAN DOYLE  
Interim City Attorney

ATTEST:

\_\_\_\_\_  
ROD DIRIDON, JR.  
City Clerk

\_\_\_\_\_  
RAJEEV BATRA  
City Manager  
1500 Warburton Avenue  
Santa Clara, CA 95050  
Telephone: (408) 615-2210  
Fax: (408) 241-6771

“CITY”

**\*INSERT CONTRACTOR’S NAME**

\*choose one: corporation/partnership/individual

Dated: \_\_\_\_\_

By: \_\_\_\_\_

(Signature of Person executing the Agreement on behalf of Contractor)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Local Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: (     ) \_\_\_\_\_

Fax: (     ) \_\_\_\_\_

“CONTRACTOR”

**AGREEMENT FOR THE PERFORMANCE OF SERVICES  
BY AND BETWEEN THE  
CITY OF SANTA CLARA, CALIFORNIA  
AND  
\*INSERT CONTRACTOR'S NAME**

**EXHIBIT A**

**SCOPE OF SERVICES**

The Services to be performed for the City by the Contractor under this Agreement are more fully described in the Contractor's proposal entitled, "\*insert name of proposal" dated \*insert date of proposal, which is attached to this Exhibit A.

**AGREEMENT FOR THE PERFORMANCE OF SERVICES  
BY AND BETWEEN THE  
CITY OF SANTA CLARA, CALIFORNIA  
AND  
\*INSERT CONTRACTOR'S NAME**

**EXHIBIT B**

**SCHEDULE OF FEES**

In no event shall the amount billed to City by Contractor for services under this Agreement exceed \*spell out dollar amount (\$\*insert numerical dollar amount), subject to budget appropriations.

**AGREEMENT FOR THE PERFORMANCE OF SERVICES  
BY AND BETWEEN THE  
CITY OF SANTA CLARA, CALIFORNIA  
AND  
\*INSERT CONTRACTOR'S NAME**

**EXHIBIT C**

**INSURANCE REQUIREMENTS**

**K. INSURANCE COVERAGE REQUIREMENTS**

Without limiting the Contractor's indemnification of the City, and prior to commencing any of the Services required under this Agreement, the Contractor shall provide and maintain in full force and effect, at its sole cost and expense, the following insurance policies with at least the indicated coverages, provisions and endorsements:

**COMMERCIAL GENERAL LIABILITY INSURANCE**

Commercial General Liability Insurance policy which provides coverage at least as broad as Insurance Services Office form CG 00 01. Policy limits are subject to review, but shall in no event be less than, the following:

\$1,000,000 each occurrence  
\$1,000,000 general aggregate  
\$1,000,000 products/completed operations aggregate  
\$1,000,000 personal injury

Exact structure and layering of the coverage shall be left to the discretion of Contractor; however, any excess or umbrella policies used to meet the required limits shall be at least as broad as the underlying coverage and shall otherwise follow form.

The following provisions shall apply to the Commercial Liability policy as well as any umbrella policy maintained by the Contractor to comply with the insurance requirements of this Agreement:

Coverage shall be on a "pay on behalf" basis with defense costs payable in addition to policy limits;

There shall be no cross liability exclusion which precludes coverage for claims or suits by one insured against another; and

Coverage shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of liability.

## BUSINESS AUTOMOBILE LIABILITY INSURANCE

Business automobile liability insurance policy which provides coverage at least as broad as ISO form CA 00 01, with minimum policy limits of not less than one million dollars (\$1,000,000) each accident using, or providing coverage at least as broad as, Insurance Services Office form CA 00 01. Liability coverage shall apply to all owned, non-owned and hired autos.

## WORKERS' COMPENSATION

Workers' Compensation Insurance Policy as required by statute and employer's liability with the following limits: at least one million dollars (\$1,000,000) policy limit Illness/Injury by disease, and one million dollars (\$1,000,000) for each Accident/Bodily Injury.

The indemnification and hold harmless obligations of Contractor included in this Agreement shall not be limited in any way by any limitation on the amount or type of damage, compensation or benefit payable by or for Contractor or any subcontractor under any Workers' Compensation Act(s), Disability Benefits Act(s) or other employee benefits act(s).

This policy must include a Waiver of Subrogation in favor of the City of Santa Clara, its City Council, commissions, officers, employees, volunteers and agents.

## COMPLIANCE WITH REQUIREMENTS

All of the following clauses and/or endorsements, or similar provisions, must be part of each commercial general liability policy, and each umbrella or excess policy.

Additional Insureds. City of Santa Clara, its City Council, commissions, officers, employees, volunteers and agents are hereby added as additional insureds in respect to liability arising out of Contractor's work for City, using Insurance Services Office (ISO) Endorsement CG 20 10 11 85 or the combination of CG 20 10 03 97 and CG 20 37 10 01, or its equivalent.

Primary and non-contributing. Each insurance policy provided by Contractor shall contain language or be endorsed to contain wording making it primary insurance as respects to, and not requiring contribution from, any other insurance which the indemnities may possess, including any self-insurance or self-insured retention they may have. Any other insurance indemnities may possess shall be considered excess insurance only and shall not be called upon to contribute with Contractor's insurance.

Cancellation.

Each insurance policy shall contain language or be endorsed to reflect that no cancellation or modification of the coverage provided due to non-payment of premiums shall be effective until written notice

has been given to City at least ten (10) days prior to the effective date of such modification or cancellation. In the event of non-renewal, written notice shall be given at least ten (10) days prior to the effective date of non-renewal.

Each insurance policy shall contain language or be endorsed to reflect that no cancellation or modification of the coverage provided for any cause save and except non-payment of premiums shall be effective until written notice has been given to City at least thirty (30) days prior to the effective date of such modification or cancellation. In the event of non-renewal, written notice shall be given at least thirty (30) days prior to the effective date of non-renewal.

Other Endorsements. Other endorsements may be required for policies other than the commercial general liability policy if specified in the description of required insurance set forth in Sections A through D of this Exhibit C, above.

#### ADDITIONAL INSURANCE RELATED PROVISIONS

Contractor and City agree as follows:

Contractor agrees to ensure that subcontractors, and any other party involved with the Services, who is brought onto or involved in the performance of the Services by Contractor, provide the same minimum insurance coverage required of Contractor, except as with respect to limits. Contractor agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this Agreement. Contractor agrees that upon request by City, all agreements with, and insurance compliance documents provided by, such subcontractors and others engaged in the project will be submitted to City for review.

Contractor agrees to be responsible for ensuring that no contract used by any party involved in any way with the project reserves the right to charge City or Contractor for the cost of additional insurance coverage required by this Agreement. Any such provisions are to be deleted with reference to City. It is not the intent of City to reimburse any third party for the cost of complying with these requirements. There shall be no recourse against City for payment of premiums or other amounts with respect thereto.

The City reserves the right to withhold payments from the Contractor in the event of material noncompliance with the insurance requirements set forth in this Agreement.

#### EVIDENCE OF COVERAGE

Prior to commencement of any Services under this Agreement, Contractor, and each and every subcontractor (of every tier) shall, at its sole cost and expense, provide and maintain not less than the minimum insurance coverage with the



endorsements and deductibles indicated in this Agreement. Such insurance coverage shall be maintained with insurers, and under forms of policies, satisfactory to City and as described in this Agreement. Contractor shall file with the City all certificates and endorsements for the required insurance policies for City's approval as to adequacy of the insurance protection.

#### EVIDENCE OF COMPLIANCE

Contractor or its insurance broker shall provide the required proof of insurance compliance, consisting of Insurance Services Office (ISO) endorsement forms or their equivalent and the ACORD form 25-S certificate of insurance (or its equivalent), evidencing all required coverage shall be delivered to City, or its representative as set forth below, at or prior to execution of this Agreement. Upon City's request, Contractor shall submit to City copies of the actual insurance policies or renewals or replacements. Unless otherwise required by the terms of this Agreement, all certificates, endorsements, coverage verifications and other items required to be delivered to City pursuant to this Agreement shall be mailed to:

EBIX Inc.  
City of Santa Clara [\*insert City department name here]  
P.O. Box 100085 – S2                      or                      1 Ebix Way  
Duluth, GA 30096    John's Creek, GA 30097

Telephone number: 951-766-2280  
Fax number: 770-325-0409  
Email address: ctsantaclara@ebix.com

#### QUALIFYING INSURERS

All of the insurance companies providing insurance for Contractor shall have, and provide written proof of, an A. M. Best rating of at least A minus 6 (A- VI) or shall be an insurance company of equal financial stability that is approved by the City or its insurance compliance representatives.

**AGREEMENT FOR THE PERFORMANCE OF SERVICES  
BY AND BETWEEN THE  
CITY OF SANTA CLARA, CALIFORNIA  
AND**

**\*INSERT CONTRACTOR'S NAME**

**EXHIBIT D**

**ETHICAL STANDARDS FOR CONTRACTORS SEEKING TO ENTER INTO  
AN AGREEMENT WITH THE CITY OF SANTA CLARA, CALIFORNIA**

**Termination of Agreement for Certain Acts.**

- A. The City may, at its sole discretion, terminate this Agreement in the event any one or more of the following occurs:

If a Contractor<sup>1</sup> does any of the following:

Is convicted<sup>2</sup> of operating a business in violation of any Federal, State or local law or regulation;

Is convicted of a crime punishable as a felony involving dishonesty<sup>3</sup>;

Is convicted of an offense involving dishonesty or is convicted of fraud or a criminal offense in connection with: (1) obtaining; (2) attempting to obtain; or, (3) performing a public contract or subcontract;

Is convicted of any offense which indicates a lack of business integrity or business honesty which seriously and directly affects the present responsibility of a City contractor or subcontractor; and/or,

Made (or makes) any false statement(s) or representation(s) with respect to this Agreement.

If fraudulent, criminal or other seriously improper conduct of any officer, director, shareholder, partner, employee or other individual associated with the

---

<sup>1</sup> For purposes of this Agreement, the word "Consultant" (whether a person or a legal entity) also refers to "Contractor" and means any of the following: an owner or co-owner of a sole proprietorship; a person who controls or who has the power to control a business entity; a general partner of a partnership; a principal in a joint venture; or a primary corporate stockholder [i.e., a person who owns more than ten percent (10%) of the outstanding stock of a corporation] and who is active in the day to day operations of that corporation.

<sup>2</sup> For purposes of this Agreement, the words "convicted" or "conviction" mean a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere within the past five (5) years.

<sup>3</sup> As used herein, "dishonesty" includes, but is not limited to, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, failure to pay tax obligations, receiving stolen property, collusion or conspiracy.

Contractor can be imputed to the Contractor when the conduct occurred in connection with the individual's performance of duties for or on behalf of the Contractor, with the Contractor's knowledge, approval or acquiescence, the Contractor's acceptance of the benefits derived from the conduct shall be evidence of such knowledge, approval or acquiescence.

The City may also terminate this Agreement in the event any one or more of the following occurs:

The City determines that Contractor no longer has the financial capability<sup>4</sup> or business experience<sup>5</sup> to perform the terms of, or operate under, this Agreement; or,

If City determines that the Contractor fails to submit information, or submits false information, which is required to perform or be awarded a contract with City, including, but not limited to, Contractor's failure to maintain a required State issued license, failure to obtain a City business license (if applicable) or failure to provide and maintain bonds and/or insurance policies required under this Agreement.

In the event a prospective Contractor (or bidder) is ruled ineligible (debarred) to participate in a contract award process or a contract is terminated pursuant to these provisions, Contractor may appeal the City's action to the City Council by filing a written request with the City Clerk within ten (10) days of the notice given by City to have the matter heard. The matter will be heard within thirty (30) days of the filing of the appeal request with the City Clerk. The Contractor will have the burden of proof on the appeal. The Contractor shall have the opportunity to present evidence, both oral and documentary, and argument.

---

<sup>4</sup> Contractor becomes insolvent, transfers assets in fraud of creditors, makes an assignment for the benefit of creditors, files a petition under any section or chapter of the federal Bankruptcy Code (11 U.S.C.), as amended, or under any similar law or statute of the United States or any state thereof, is adjudged bankrupt or insolvent in proceedings under such laws, or a receiver or trustee is appointed for all or substantially all of the assets of Contractor.

<sup>5</sup> Loss of personnel deemed essential by the City for the successful performance of the obligations of the Contractor to the City.

**AGREEMENT FOR THE PERFORMANCE OF SERVICES  
BY AND BETWEEN THE  
CITY OF SANTA CLARA, CALIFORNIA  
AND**

**\*INSERT CONTRACTOR'S NAME**

**EXHIBIT E**

**AFFIDAVIT OF COMPLIANCE WITH ETHICAL STANDARDS**

I hereby state that I have read and understand the language, entitled "Ethical Standards" set forth in Exhibit D. I have the authority to make these representations on my own behalf or on behalf of the legal entity identified herein. I have examined appropriate business records, and I have made appropriate inquiry of those individuals potentially included within the definition of "Contractor" contained in Ethical Standards at footnote 1.

Based on my review of the appropriate documents and my good-faith review of the necessary inquiry responses, I hereby state that neither the business entity nor any individual(s) belonging to said "Contractor" category [i.e., owner or co-owner of a sole proprietorship, general partner, person who controls or has power to control a business entity, etc.] has been convicted of any one or more of the crimes identified in the Ethical Standards within the past five (5) years.

The above assertions are true and correct and are made under penalty of perjury under the laws of the State of California.

**\*INSERT CONTRACTOR'S NAME**

**\*choose one: a corporation/partnership/individual**

By: \_\_\_\_\_  
Signature of Authorized Person or Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**NOTARY'S ACKNOWLEDGMENT TO BE ATTACHED**

Please execute the affidavit and attach a notary public's acknowledgment of execution of the affidavit by the signatory. If the affidavit is on behalf of a corporation, partnership, or other legal entity, the entity's complete legal name and the title of the person signing on behalf of the legal entity shall appear above. Written evidence of the authority of the person executing this affidavit on behalf of a corporation, partnership, joint venture, or any other legal entity, other than a sole proprietorship, shall be attached.